

NOTICE OF MEETING

The Regular Meeting of the Suttons Bay Township Board will be held
Wednesday, June 7, 2020 at 5:15pm in the Suttons Bay Township Office.
There will be a Zoom link for remote attendance.

Proposed Agenda

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

PUBLIC COMMENT

PRESENTATION

Park & Recreation Committee: Creating a Dog Park at Herman Park

REPORTS:

- Treasurer
- Planning & Zoning
- Parks Supervisor
- Parks & Recreation Committee
- Fire Authority
- Facilities

OLD BUSINESS

1. Approval of the Minutes: May 11, 2022
2. Payment of the Bills
3. Review of Township Clean-Up Day held May 21, 2022

NEW BUSINESS

1. Authorize Supervisor to spend up to \$500 without board approval
2. Decision on Pump Track location at Herman Park
3. Decision on Vendor to install Township Office Security Cameras
4. Appoint or Discuss Replacement Trustee
5. Electronic Poll Book Proposal from Netlink
6. DTE tree matching grant

PUBLIC COMMENT

BOARD MEMBER COMMENTS

ADJOURNMENT

This meeting is a session of the Suttons Bay Township Board held in public for the purpose of conducting the Board's business and is not to be considered a public meeting. There is time set aside for public comment during the meeting as noted on the Agenda. The Township Board welcomes the public's input at those times.

Suttons Bay Township is inviting you to a scheduled Zoom meeting.

Topic: Township Board June 8, 2022

Time: Jun 8, 2022 05:15 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85942101804?pwd=SzZ5Y1hZNlFpRi95U3htblNrSlZPUT09>

Meeting ID: 859 4210 1804

Passcode: 055633

One tap mobile

+13017158592,,85942101804# US (Washington DC)

+13126266799,,85942101804# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 859 4210 1804

Find your local number: <https://us02web.zoom.us/j/85942101804>

Suttons Bay Township Parks & Recreation Dog Park Project

1. Brief description of proposed project

- a. Mission: To establish a fenced-in, off-leash dog park open to all dogs, dog lovers and friends in a safe, clean and well-maintained environment for recreation and socialization without endangering or annoying people, property or wildlife. To promote responsible dog ownership to Suttons Bay Township residents and visitors who will uphold the park's rules. To respond to the needs of the area for a multigenerational park activity for pets and their people that will be a complement to Herman Park and maintain a positive presence in the community by encouraging recreation through the dog park.

2. Sketch of a site plan, size, location

- a. Herman Park- location by the Orchards
- b. Size:
 - i. Proposed: .65 acres for large dogs and .35 for small dogs
 - ii. Desired/Future: 1.50 acres for large dogs and .50 for small dogs
- c. 2 areas: 1 for large dogs and 1 for small dogs
- d. Double gated entries for transition
- e. Shade Area

3. Preliminary cost estimate including maintenance

- a. In Process, waiting for estimates
- b. Small Park estimate: \$90,000

4. Funding availability

a. Private Donations

- i. Pezzi- \$7,500 plus \$7,500 matching
- ii. Hoensheid- \$30,000 with stipulation it is at Herman Park for visibility

b. Fund Raising Activities

- i. Suttons Bay Art Festival
- ii. Jogs for Dogs
- iii. Memorial brick path from walking path to park
- iv. Memorial Benches

c. Grants

- i. PetSafe- \$25k, entry due by June 30
- ii. Doris Day Foundation- due July
- iii. PetSmart
- iv. The Stanton Foundation
- v. Michigan Economic Development Corporation- "Public Spaces"
- vi. Michigan DNR Grants
- vii. 2% Native American Match?

d. Amazon Smile

e. Corporate Sponsors? Community Sponsors?

- i. Benches/Bricks/Plaques at park
- ii. In-Business Sponsor Sign- "Paw Patrol"

5. Approved by the Parks & Recreation Committee

- a. Discussion Wednesday, May 18-Site was approved by P&R Committee

6. Proposal approved by the Township Board

- a. Will be presented at June 8 Township Board Meeting
 - b. Community supporters have asked to come and show interest
 - c. Why a Dog Park
 - i. It was on the 5-year P&R Plan (Pump Track was not)
 - ii. XXX number of licensed dogs in Suttons Bay Township
 - iii. Exercised Pets make better neighbors
 - iv. Social interaction for pet owners
 - v. Promotes responsible pet ownership
 - vi. Supports needs of taxpayers who may not have children or play sports
 - vii. Reduces dog obesity and other related issues
7. Update site drawing to incorporate project
8. Obtain firm estimate of costs
9. Present to the Board
10. Fundraise if needed
11. Put out for bids
12. Choose contractor
13. Schedule construction
14. Incorporate into maintenance schedule if needed.

Gary and Jana Hoensheid
1114 S. Peck Road
Suttons Bay, Michigan 49682
Hoensheid@aol.com Cell 231-499-8502

June 1, 2022

To: Friends of Herman Park
Liz Mahaney – Treasurer
30 N. Nanagosa Trail
Suttons Bay, Michigan 49682
lizmahaney@aol.com

Dear Liz,

Please accept this letter as our pledge donation / commitment to the Friends of Herman Park to help initiate fundraising efforts for a Dog Park at Herman Park.

Our pledge / donation is for \$30,000 from the Hoensheid Family Donor Advised Fund held at the Grand Traverse Community Foundation.

This \$30,000 pledge donation / commitment is unrestricted and can be used however the Friends of Herman Park Dog Park Fund-raising committee deems fit.

Perhaps it can be used as a matching gift to get others to donate and or help in being awarded a grant to achieve the desired goals.

The Suttons Bay Townships Parks and Recreation Committee Five (5) year Plan has identified a Dog Park as a high priority and a desired need in our community.

Please let us know when the Township Board allows the Friends of Herman Park to kick off a Fund-Raising Campaign for the Dog Park through a Memorandum of Understanding. Once a Memorandum of Understanding with the Suttons Bay Township Board has been established,

we will initiate the paperwork with the GTRCF to have the monies released to the Friends of Herman Park Dog Park Campaign.

We know others in our community have agreed to step forward financially to help make a Dog Park at Herman Park a reality. We encourage those individual and families at this time to make their pledges known officially and put it in writing to the Friends of Herman Park and the Suttons Bay Township Board.

Sincerely- Gary and Jana Hoensheid

Cc: Friends of Herman Park Officers
Rich Bahle
Debbie Slocombe

**Suttons Bay Township
Parks & Recreation
Parks Supervisor Updates**

Date: June 1, 2022

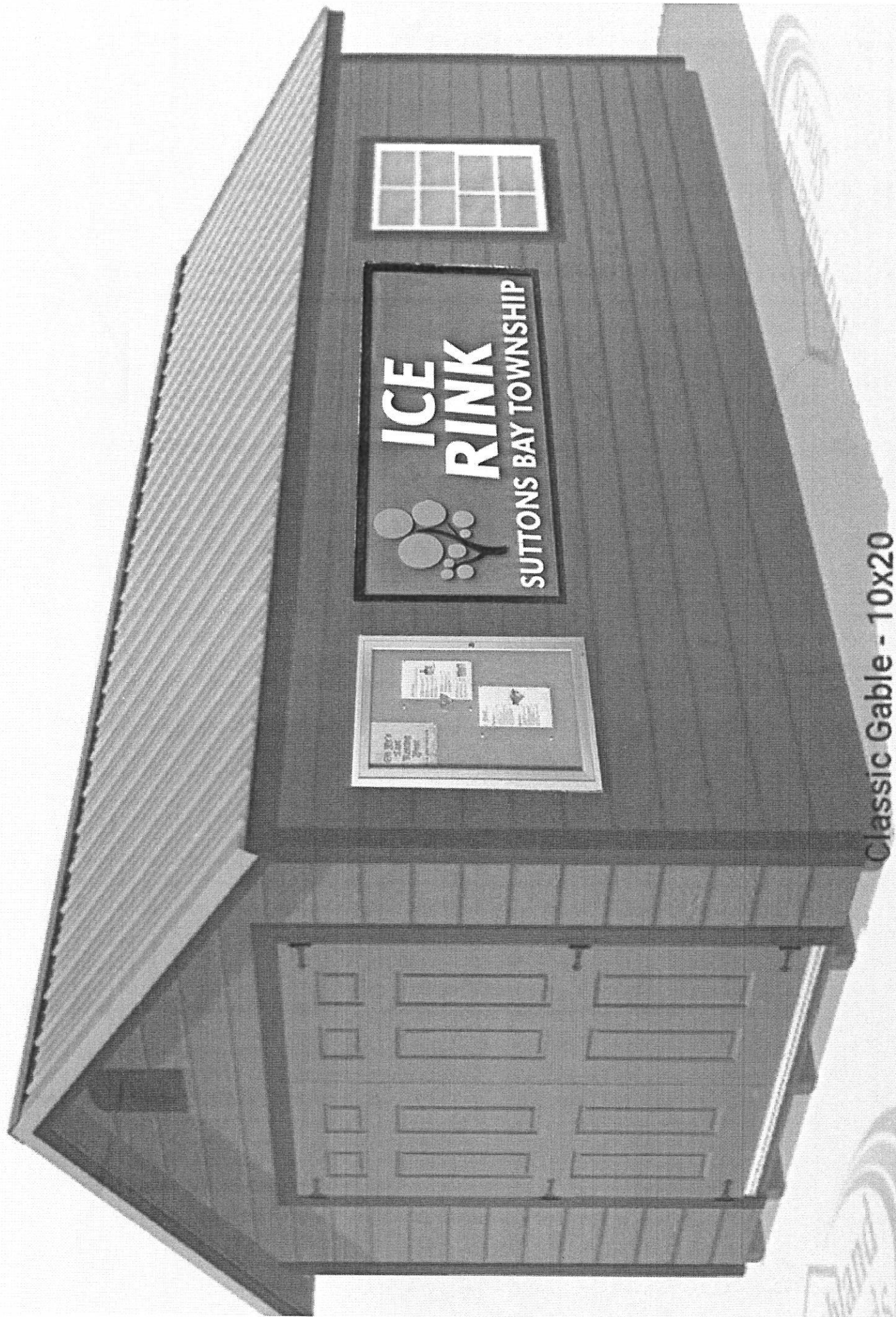
To: Suttons Bay Township Board

Re: Parks Supervisor – Monthly Update

New Topics:

- 1) Township did not qualify for AARP Community Grant.
- 2) Continue Investigating (for future) costs to electrify Ice Rink shed. Investigating options for relocating water source closer to shed.
- 3) Asked Parks & Rec Committee to Investigate options for relocating small pine trees (they create obstacles during winter) planted at Ice Rink Park.
- 4) Continue discussion/ concerns about hockey puck containment. Suggest placing permanent fence on north side after installation of shed. Also consider a fence along east side but respecting village easements (corner of alley & Broadway).
- 5) Herman Brothers Landscaping removed fallen trees along water side and miscellaneous cleaning at Vic Steimel. Removed a few larger trees that had fallen. Still plan on relocating one bench. Whiteford also did their spring clean-up (little more required). Removed damage grill and will have to order new one (approximate cost of \$300.) P & R members to clean picnic tables.
- 6) Paved trail at Herman Park has several depressions which need attention. Needs major work,
- 7) Pavilion still problematic with bird nests and droppings. Looking at options for outside help.
- 8) Continue to review with Gosling Czubak plan for removing berms and level the rink.
Consideration to be given to storm water management.
- 9) Continue monthly water sampling at Herman Park.
- 10) Garden Club Pathway rework by Elmer's re-scheduled to mid- June per Elmer's.
- 11) Discussion continues for donated tree through Garden Club by Vanderwall. Best place to plant?
- 12) Spinniken made adjustments to irrigation at HP to prevent over spray on PB courts.

William Drozdalski
Parks Supervisor
Suttons Bay Township



Classic Gable - 10x20

**Suttons Bay Township
Parks and Recreation Committee
Draft Minutes of May 18, 2022 Meeting**

HIGHLIGHTS:

1. P&R Committee will present changes to Herman Park Conceptual Plan to the Township Board for Approval at their June Meeting
2. P&R Committee will seek a Memorandum of Understanding from the Board about the future Dog Park at their June Meeting

CALL TO ORDER:

Pete Ostrowski, Chair, called the meeting to order at 6:30 PM at the Suttons Bay Township's Herman Park

ATTENDEES

Present: Pete Ostrowski, Liz Mahaney, Debbie Slocombe, Dennis Rathnaw, Gary Hoensheid and Bill Drozdalski- Park Supervisor

Public: Susan Firestone

APPROVAL OF THE AGENDA

Debbie moved and Dennis seconded

APPROVAL OF MINUTES- April 20, 2022 Meeting (Attachment A)

One typo correction - Attachment A
Dennis moved and Gary seconded

PUBLIC COMMENT:

Susan Firestone- said she supported the Dog Park at Herman Park

GUEST SPEAKERS:

None

PARK SUPERVISOR REPORT:

1. Reviewed report presented by Bill at Board Meeting in May (last week)
2. Ice Rink- need to look at ways to hold pucks next winter- Bill found more than 40 after snow melted and there is one on a neighbor's roof
3. Herman Brothers will start fallen tree clean-up at Vic Steimel this coming Saturday 5/21
4. Herman Park water sampling done but waiting for report to turn on all water including fountain. Debbie suggested turning on water now, without drinking fountain, so the new Multipurpose field irrigation can start being used. It is excessively dry without the rain. Debbie will call Spinnaker.
5. Garden Club with put up sign after Memorial Garden pathway rework is completed.
6. Discussion around trees that need to be moved at Ice Rink Park and Herman Park. Decision is to relocate all, no need to give any away (more about this below)

NEW BUSINESS: (Done first)

1. Tennis Court

- a. Reviewed schedule provided by Pete- he will get a copy to the Board

2. Tree Donation Location

- a. Possibility of a donation of a Northern Catalpa brought to Bill by the Garden Club for Herman Park from Mr. Vanderwall
- b. Debbie explained the tree make-up and that it would be dropping a lot of "long beans" and would be very messy
- c. All agreed if it were to be planted at Herman Park, it would need to be on the outskirts and that probably wasn't the intention of the donor
- d. Bill is going to go back to the Garden Club and see if any other type of tree could be donated, otherwise not a good fit at Herman Park

3. Tree Grant Application

- a. Bill stated it is a non-matching grant for \$4,000
- b. Liz is going to write the grant application and will reach out for help if needed
- c. Bill doesn't know if he has old grant applications for reference

4. Evergreens at Ice Rink and Tennis Courts

- a. Ice Rink Park about 11 trees and 7 at HP
- b. Bill is getting an updated price on moving them
- c. All agreed they can be used at Herman Park on the property lines

5. Vic Steimel picnic table cleaning

- a. Liz met the neighbors by the park and is going to try to access their water and power wash tables in the next few weeks
- b. Tables may not come clean, so discussion around spray coating them after attempting to clean

OLD BUSINESS:

1. Herman Park

- a. Pump Track
 - i. It is 55x21 and moveable and expandable in the future to a max of 74x71
 - ii. All members in agreement that the best location is in the very front of the park by entrance/road
 - iii. Pump Track group talked to Gary and open to any location
- b. Dog Park
 - i. Reminder this was on the approved 5-year Park Plan and the pump track was not. Discussion on the need to start the next 5-year plan later this year.
 - ii. Agreement on the size Bill had suggested on the HP Conceptual Plan approved by the Board (.65 acres)
 - iii. All members in agreement the location should be next to the orchard
 - 1. Less fences as you enter the park- more green
 - 2. Ability to expand in the future if the use shows the need
 - 3. Close to the walkway
 - iv. Sub Committee on Dog Park met Monday 5/16 to brainstorm
 - 1. Liz Mahaney, Gary Hoensheid, Susan Firestone, Deb Palms and Will Case
 - 2. Followed the Project Template, have more work to do on cost estimates

3. Gary has mailing List from County with dog licenses
 4. Goal: to have a memorandum of understanding from the Board at their June meeting so fund raising can begin this summer
 5. Committee will invite Township Residents to come to June Board meeting to show their support for the future Dog Park
 6. \$30,000 seed money has been pledged from Pezzis and Hoensheid Families
- c. Tennis Courts
 - i. No changes or expansion at this time
 - ii. Discussion around a permanent shed vs moveable trailer that is there now. All in agreement location could be next to existing shed on south side of courts. Will be paid for by Tennis Instructor
 - d. Pickleball Courts
 - i. Players looking to add 4 more courts
 - ii. \$10,000 private donation given to FOHP and then moved to a line item with the Township in December last year
 - iii. Current costs are only a ballpark: \$75,000 to \$100,000
 - iv. Room has been allocated on the HP Conceptual Plan right next to current courts
 - e. Shuffleboard
 - i. Majority of Committee still doesn't think there is room
 - ii. Discussion on locations, but would require a lot of grading
 - f. Playground Equipment
 - i. Cost estimate by Bill of \$175,000- \$200,000
 - ii. This will be discussed after current projects under way have been completed
 - iii. Possibility of getting grants
 - iv. Debbie confirmed there is no "carry over" money in the budget for the playground year to year

PUBLIC COMMENT:

1. None

COMMITTEE MEMBER COMMENTS:

2. None

ADJOURNMENT:

- The meeting was adjourned at 7:55 p.m.
- Next meeting scheduled on Wednesday June 15 , 2022 at 6:30 PM.

Minutes by Liz Mahaney, Secretary

**DRAFT MINUTES
SUTTONS BAY TOWNSHIP REGULAR MEETING
MAY 11, 2022**

CALL TO ORDER

Sandy VanHuystee, Clerk called the Suttons Bay Township Regular Meeting to order on Wednesday, May 11, 2022, at 5:15 p.m. at the Suttons Bay/Bingham Fire & Rescue Authority Meeting Room, at 201 S. St. Mary's Avenue in Suttons Bay. There will be a Zoom link for remote attendance.

ROLL CALL

Present: Sandy VanHuystee, Debbie Slocombe, Tom Nixon,
Dorothy Petroskey

Absent: None

Staff Present: Marge Johnson, via Zoom, Steve Patmore

APPROVAL OF THE AGENDA

Dorothy Petroskey/moved, Sandy VanHuynstee/supported, to approve the Agenda as presented, passed.

PUBLIC COMMENT

John Stinson, represented Homestretch, said he is requesting some funds for infrastructure costs - road construction at M-204 to add a curb and curb cut at a cost of \$30,000.00.

BUSINESS TO COME BEFORE THE BOARD

Supervisor Appointment

Sandy VanHuystee said there were three applicants for the position of Supervisor. One applicant withdrew. Interviews were held with Tom Nixon and Dennis Rathnaw.

Sandy VanHuystee/moved, Dorothy Petroskey/supported, to appoint Tom Nixon as Township Supervisor to fill Rich Bahle's unexpired term to November 2024.

Discussion: Debbie Slocombe said she would like to suggest Dennis Rathnaw be appointed as Trustee position so both candidates are on our Board.

Roll call vote: Yes: Sandy VanHuystee, Tom Nixon, Dorothy Petroskey, Debbie Slocombe, motion carried

Swearing in new Supervisor

Sandy VanHuystee, Clerk, swore in Tom Nixon as Suttons Bay Township Supervisor.

Supervisor Tom Nixon took over chairing the meeting and said thank you for the support.

Discussion was held about advertising for the position of Trustee.

Tom Nixon/moved, Sandy VanHuystee/supported, that we advertise for the position of Trustee to the general public those who are in our township for a period of two (2) weeks,

Discussion -

Tom Nixon said Dennis Rathnaw could not be Trustee and serve as Chair of the Planning Commission. There is a conflict of interest for leadership positions. We could choose to put him as a representative on the Planning Commission. Motion carried.

REPORTS:

- Treasurer - Personal property tax of last year is trying to get waived, a hearing is on Monday, May 23, 2022.
- Planning & Zoning - No report from Steve Patmore. Dennis Rathnaw said the Planning Commission on May 17, 2022 will re-review the site plan of Leelanau Watersports.
- Parks Supervisor - Bill Drozdalski submitted his report. Draft Minutes of April 20, 2022 Park and Rec Committee were also submitted.
- Fire Authority - Meeting was cancelled.
- Facilities - Next Monday carpet laying will be started at the township office.

OLD BUSINESS

April 13, 2022 Minutes

Debbie Slocombe/moved, Dorothy Petroskey/supported, to approve the April 13, 2022 Regular Minutes, passed.

April 21, 2022

Tom Nixon/moved, Debbie Slocombe/supported, to approve the April 21, 2022 Special Meeting Minutes, passed.

April 28, 2022

Dorothy Petroskey/moved, Debbie Slocombe/supported, to approve the April 28,

2022 Special Meeting Minutes, passed.

May 4, 2022

Sandy VanHuystee/moved, Dorothy Petroskey/supported, to approve the May 4, 2022 Special Meeting Minutes, passed.

April 21, 2022 Closed Meeting Minutes

Tom Nixon/moved, Sandy VanHuystee/supported, to approve the the April 21, 2022 Closed Meeting Minutes, passed.

2. Payment of the Bills

Sandy VanHuystee submitted the bills for payment. Added bills - Consumers \$187.53, VFL Environmentalist - Garage Pickup \$161.07.

Sandy VanHuystee/moved, Dorothy Petroskey/supported, to approve the unpaid bills as presented in the amount of \$24,495.95, passed.

3. Township Clean Up Day - May 21, 2022/Monitoring

9 am to 12 noon at County Road Commission property. Notice was published.

NEW BUSINESS

1. Copier Maintenance Agreement - Netlink Business Solutions

Copier Maintenance Agreement was submitted for approval

Sandy VanHuystee/moved, Debbie Slocombe/supported, to accept Netlink Business Solutions Copier Maintenance Agreement in the amount of \$1,150.00 for the maintenance of the copier, passed.

2. Accept Planning Commission 2020/2021 Annual Report

The Planning Commission approved the Annual Report at its May Meeting.

Tom Nixon/moved, Sandy VanHuystee/supported, to approve the Planning Commission 2020/2021 Annual Report as presented, passed.

3. Update status from Leelanau Soccer Committee

Leonard Mankowitz submitted a letter regarding the activities of the Leelanau Soccer Committee. Tom Nixon asked that a monthly report be submitted by the Leelanau Soccer Committee for the next couple of years.

PUBLIC COMMENT

Liz Maheney- Congratulations Tom for stepping up. Also want to thank Dennis, he has obviously done a lot.

BOARD COMMENTS

Dorothy Petroskey - I want to address Mr. Stinson's comment. The Township cannot give funds to a non-profit organization.

John Stinson - I am talking about the infrastructure increase on Meritt Road.

Tom Nixon - What you are planning is terrific, but we are responsible for our taxpayers.

Dorothy Petroskey - Dennis, thank you for applying for the position.

Sandy VanHuystee - For next month's Board meeting need approval for supplies for the August election.

ADJOURNMENT

Tom Nixon adjourned the meeting at 5:42 p.m.

Minutes by Marge Johnson, Recording Secretary

Sandy VanHuystee, Clerk

Suttons Bay Township
Unpaid Bills Detail
 As of June 8, 2022

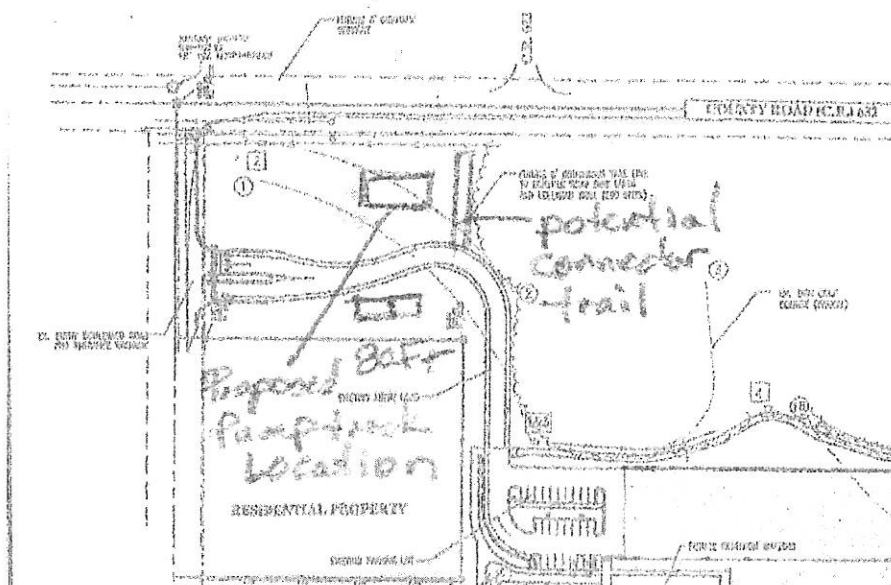
| Type | Date | Num | Due Date | Aging | Open Balance |
|--|------------|-----|------------|-------|--------------|
| Bingham Township | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 33.45 |
| Total Bingham Township | | | | | 33.45 |
| CDM Mobile Shredding, L | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 165.00 |
| Total CDM Mobile Shredding, L | | | | | 165.00 |
| Christy Brow | | | | | |
| Bill | 06/01/2022 | | 06/11/2022 | | 448.04 |
| Total Christy Brow | | | | | 448.04 |
| Debbie Slocombe | | | | | |
| Bill | 06/01/2022 | | 06/11/2022 | | 127.45 |
| Total Debbie Slocombe | | | | | 127.45 |
| Dorothy Petroskey | | | | | |
| Bill | 06/01/2022 | | 06/11/2022 | | 2,166.44 |
| Bill | 06/08/2022 | | 06/18/2022 | | 443.14 |
| Total Dorothy Petroskey | | | | | 2,609.58 |
| DTE Energy | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 104.91 |
| Total DTE Energy | | | | | 104.91 |
| Federal Tax Deposit | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 1,666.82 |
| Total Federal Tax Deposit | | | | | 1,666.82 |
| Floor Covering Brokers Carpet One | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 5,962.40 |
| Total Floor Covering Brokers Carpet One | | | | | 5,962.40 |
| Gosling Czubak | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 875.00 |
| Total Gosling Czubak | | | | | 875.00 |
| Integrity Business Solutions | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 52.55 |
| Total Integrity Business Solutions | | | | | 52.55 |
| Jill Williamson | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 162.50 |
| Total Jill Williamson | | | | | 162.50 |
| Leelanau County Treasurer | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 307.27 |
| Total Leelanau County Treasurer | | | | | 307.27 |
| Marge Johnson | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 221.64 |
| Total Marge Johnson | | | | | 221.64 |
| Michigan Assessing Service | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 3,748.16 |
| Total Michigan Assessing Service | | | | | 3,748.16 |

Suttons Bay Township
Unpaid Bills Detail
 As of June 8, 2022

| Type | Date | Num | Due Date | Aging | Open Balance |
|--------------------------------------|------------|-----|------------|-------|------------------|
| Netlink | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 1,150.00 |
| Total Netlink | | | | | 1,150.00 |
| Northern Building Supply, LLC | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 52.34 |
| Total Northern Building Supply, LLC | | | | | 52.34 |
| Postmaster | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 130.00 |
| Bill | 06/08/2022 | | 06/18/2022 | | 130.00 |
| Total Postmaster | | | | | 260.00 |
| Sandra Van Huystee | | | | | |
| Bill | 06/01/2022 | | 06/11/2022 | | 2,268.47 |
| Total Sandra Van Huystee | | | | | 2,268.47 |
| Spectrum Business | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 270.41 |
| Total Spectrum Business | | | | | 270.41 |
| Steven Patmore | | | | | |
| Bill | 06/01/2022 | | 06/11/2022 | | 2,950.71 |
| Total Steven Patmore | | | | | 2,950.71 |
| Tom Nixon | | | | | |
| Bill | 06/01/2022 | | 06/11/2022 | | 2,307.62 |
| Total Tom Nixon | | | | | 2,307.62 |
| Village of Suttons Bay | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 64.34 |
| Total Village of Suttons Bay | | | | | 64.34 |
| William Drozdalski | | | | | |
| Bill | 06/08/2022 | | 06/18/2022 | | 1,621.99 |
| Total William Drozdalski | | | | | 1,621.99 |
| TOTAL | | | | | 27,430.65 |

Herman Park Pump Track Project

-



3. Preliminary cost estimate including maintenance -
4. Funding availability – Bike Leelanau has received a 2% grant from the Grand Traverse Band of Ottawa and Chippewa Indians along with private donation to cover the cost of the modular track, shipping, and setup. They have \$34,000 committed to date and plan on raising any additional funds if needed. Maintenance would be provided by NMMBA members with help from Suttons Bay Bikes.
5. Approved by the Parks & Recreation Committee – May 18, 2022.
6. Proposal approved by the Township Board
7. Update site drawing to incorporate project
8. Obtain firm estimate of costs
9. Present to the Board
10. Fundraise if needed - Complete
11. Put out for bids
12. Choose contractor - Progressive PumpTracks of Joplin, Missouri
(progressivepumptracks.com).

Our composite pump tracks have been engineered and tested to ensure a safe riding experience. In addition, each roller and berm have the exact same dimensions, so every other composite pump track that we've installed in North America provides a history of safe municipal usage. Company email 5/31/22.

13. Schedule construction – Timetable?
14. Incorporate into maintenance schedule if needed.

| <u>NAME</u> | <u>LOCAL</u> | <u>DESCRIPTION</u> | <u>MAINTENANCE</u> | <u>INSTALL</u> | <u>COST</u> |
|-------------|---------------|--|---|----------------|-------------|
| EPS | Traverse City | 6 cameras, WiFi, full set up All supportive equipment | 36 months, \$50/mon. On call 24 hours, All parts and labor included, On-site inspection every 6 months | 4-6 week | \$3,275 |
| TKS | Traverse City | 5 cameras, WiFi, full set up All supportive equipment | 10 years, \$10/month On call 24 hours, Off-site inspections periodically, Parts & Labor not included Option: \$45/month All parts and labor included \$125 "Trip Fee" | 4-6 weeks | \$6,770 |

Sandy Van Huystee

From: Doug Periard <periardd@suttonsbayschools.com>
Sent: Wednesday, June 1, 2022 5:45 PM
To: Clerk Sandy VanHuystee
Subject: Trustee position.

Sandy,

Please accept this as a letter of interest for the currently vacant Trustee position. Please let me know if you need any other information.

Thank you,

Douglas Dee Periard
Bus Driver
Assistant Football Coach
Drivers Ed. Instructor
Varsity Baseball Coach
231-866-0013

Sandy Van Huystee

From: Bill Schaub <bschaub@netlinkbus.com>
Sent: Monday, May 2, 2022 4:43 PM
To: Suttons Bay Township Clerk
Subject: FW: new computer for elections

Sandy,

Below are two options for new laptop computers for "Pollbook"

The laptops quoted meet the "preferred requirements" for the specifications they listed.

Dell Latitude 3000 3520 15.6" Notebook –

\$952.00

HD - 1366 x 768 - Intel Core i5 11th Gen i5-1135G7 Quad-core (4 Core) 2.40 GHz - 8 GB Memory Total RAM - 256 GB Solid State Drive SSD - Black - Intel Chip - Windows 10 Pro - Intel Iris Xe Graphics - Twisted nematic (TN) - English (US) Keyboard - IEEE 802.11ax Wireless LAN Standard 11-1135G7 8GB 256GB W10P 15.6IN

Newest HP 17 inch 17" Notebook

\$1,052.00

Business Laptop, 11th Gen Intel Core i5-1135G7, 17.3" FHD IPS Display, 16GB memory RAM, 512GB Solid State Drive SSD, Wi-Fi 5, Bluetooth, HDMI, Webcam, Windows 10 Pro

Antivirus for new computer. Use existing Avast antivirus license. If the computer being replaced doesn't have Avast license the cost is \$59.00 per year.

Best regards,

Bill Schaub
Netlink Business Solutions
"Complete Office Technology Integration"

(231) 946-8808 phone
(231) 946-0719 fax

From: Bill Schaub
Sent: Monday, May 2, 2022 10:00 AM
To: clerk@suttonsbaytwp.com
Subject: RE: new computer for elections

Sandy,

Ok I will get you information on a new computer.

Best regards,

Bill Schaub



Michigan Department of Natural Resources

www.michigan.gov/dnr

2022 DTE ENERGY FOUNDATION TREE PLANTING GRANT PROGRAM

APPLICATION AND INFORMATION PACKET

DEADLINE: JUNE 17, 2022

Email - sayersk@michigan.gov

or

Michigan Department of Natural Resources
Urban and Community Forestry Program

P.O. Box 30452
Lansing, MI 48909-7952



Forest Resources Division

PR4167-1 (Rev. 04/11/2022)

ELIGIBILITY INFORMATION

NOTE - Eligible applicants and tree planting sites must be within the service territory of DTE Energy Electric or Gas. For assistance in determining eligibility, please review: DTE Energy [Service Area Map](#) or contact Jennifer Lawson (DTE Energy) at (313) 235-8551.

ELIGIBLE APPLICANTS

Local units of government (e.g. city, village, township, county), public education institutions, tribal governments, and nonprofit organizations* ([501(c)(3)]).

Preference will be given to applications from entities who have NOT received a DTE Energy Foundation Tree Planting grant within the last year



Individuals and private businesses are not eligible to apply but may partner with an eligible organization on a proposal.

***Nonprofit Information:** Nonprofit organizations submitting applications must also:

1. Provide a copy of the IRS's letter of determination indicating non-profit status.
2. Provide documented permission from the landowning authority (e.g. city manager etc.) where the project will be performed, if it is not your own. Lands owned by non-profit organizations and tribal lands are eligible for use, but applicants must submit a letter from the organization or tribe ensuring that the lands are open to the public for educational purposes.

SUSPENDED AND DEBARRED PARTIES

***Sec. 3016.35 Subawards to debarred and suspended parties.** Grantees and subgrantees must not make any award or permit any award (subgrant or contract) as any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." Searchable list: <https://www.sam.gov/SAM>

LIMIT ON NUMBER OF PROPOSALS

Limit of one (1) application per organization per year.

ELIGIBLE ACTIVITIES

Tree planting is the only eligible activity under this grant program. All trees must be planted on public property or property open to the public.

Tree Planting – Includes the following activities only: Tree planting projects on public property such as parks, rights-of-way, city streets, arboretum/botanical gardens, schools, and neighborhood common spaces.

Reimbursement will only be made towards tree purchases.

Planting and site preparation costs are not covered but may be used towards the 1:1 match requirement. See details below for reimbursement rates. (*Maximum grant request: \$4,000*).



Maintenance projects (e.g., tree trimming, removal, or establishment of tree nurseries etc.) are not eligible.

HOW TO APPLY

Via Mail: Submit two (2) copies (one original and one copy) by the deadline listed. Late applications will not be accepted. Application materials are available on the DNR's website at www.mi.gov/ucf.

Via Email: Submit one electronic copy (.pdf format) to sayersk@michigan.gov **Subject:** DTE Tree Grant

Applications should contain detailed information for the review committee to consider when rating your proposal. Items to include (as applicable):

1. Project Narrative
2. Budget

3. Tree Planting Information
4. Attachments (e.g. site map, IRS determination, etc.)

NARRATIVE INFORMATION

Include statement of project purpose/need, goals, deliverables, anticipated results, and people involved and responsible for the project implementation.

BUDGET INFORMATION

Applications must include the total project cost, grant amount request (no more than 50% of the total project costs), and the amount and type of matching funds (cash, in-kind contributions). Federal monies may not be used as matching funds. In-kind contributions such as in-house or volunteer labor costs, equipment usage, donation of goods, services, etc. should be identified and documented in writing.

Volunteer labor should be valued as follows: Adults - **\$26.00/hr**; Youths (up to age 16) - **\$13.00/hr**. Professional or technical services contributed by persons, or businesses may be valued at commercial/professional rates that are reasonable and customary but must be documented in writing by the provider.

All matching funds must be directly related to the proposed project and have been incurred within the grant period. Some acceptable sources of match include:

- salaries/wages and fringes
- contractor/consulting fees
- equipment (*purchase, rental or in-kind use*)
- supplies (*i.e., trees, mulch, stakes, soil, etc.*)
- travel (*current federal rate of \$.58.5/mile*)
- shipping/delivery costs
- donations

The project budget breakdown should include the following information in a similar format:

Example:

Project Title: Pine Tree Park Tree Planting
 Total Project Cost: \$9,765
 Requested grant funds: \$4,000 Anticipated
 matching funds: \$5,765

| | <u>Grant Funds</u> | <u>Local Match</u> |
|--------------------------|---------------------------|---------------------------|
| Personnel/fringes | | \$750 |
| Trees | \$4,000 | \$4,375 |
| Supplies | | \$250 |
| Volunteer | | \$390 |

BUDGET DETAIL

Personnel – 30 hrs. @ \$25/hr;
 Trees- 25, BB trees @ \$335 ea. (DTE @ \$160, City @ \$175);
 Supplies – shovels, mulch, stakes etc.
 Volunteer - 10 adult hrs @ \$26.00/hr, 10 youth hrs @ \$13.00/hr

Applicant must provide (when requested) project reports. Project records must be available for audits and site visits for up to 3 years. Applicants must comply with all applicable state and federal requirements and regulations.

GENERAL INFORMATION

The DTE Energy Foundation, in cooperation with the Michigan Department of Natural Resources (DNR), Urban and Community Forestry (UCF) Program and ReLeaf Michigan have partnered on tree planting projects around the state. This grant program was initiated in 1996 as part of DTE Energy's participation in the U.S. Department of Energy's voluntary reporting of greenhouse gas reduction efforts (Energy Policy Act, 1992, rev. 2005). Funding is provided annually from the DTE Energy Foundation and is jointly administered by the nonprofit organization ReLeaf Michigan the DNR's UCF program.

Competitive, cost-share (1:1), reimbursement grants for **tree planting** projects are available to municipalities, schools, non-profit organizations [501(c)(3)] and tribal governments located within DTE Energy's service area.

A total of up to \$100,000 is available for the 2022 program. A maximum of \$4,000 will be awarded to individual projects. Projects must be completed by **May 31, 2023**.

Trees provide numerous human, societal and environmental benefits and help improve the quality of life in communities where people live. A key environmental and climate change benefit they provide is carbon capture and storage. They take in carbon dioxide (CO₂) from the atmosphere and release oxygen (O₂) through the process of photosynthesis. The carbon is then stored ("sequestered") in their roots, trunks, stems and leaves while they grow, and in wood products after they are harvested. Healthy, vigorous trees provide the greatest benefits, including more efficient removal of CO₂ from the atmosphere than trees that are stressed and growing poorly. An average 2-inch caliper maple tree will reduce atmospheric carbon by 24 pounds in the first year. (Source: www.treebenefits.com)

The primary purposes of this program are to:

- promote awareness about the benefits of trees,
- provide education and assistance for proper tree planting, utility awareness and tree care,
- increase the number and diversity of trees planted in communities within DTE Energy's service area, and
- help build community sustainability and resilience to climate change
- promote community tree equity and environmental justice efforts to ensure equal access and benefits

This is a reimbursement grant program: Grant monies awarded under this program will be paid only upon evidence of completion of approved projects.

For additional information, visit the DNR's UCF website at www.michigan.gov/ucf, or contact:

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PO BOX 30452
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